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**MINUTES OF DEPUTY DIRECTOR (SUPPORT)**

## **STAFF MEETING**

9 November 1955

1. Colonel White opened the meeting with the request that office heads review their standing cable distribution requirements with the object of reducing these requirements. Brief office reports concerning specific reduction which may be made in cable requirements should be submitted to Colonel White no later than 21 November 1955. These reports will be consolidated and forwarded to the Director's Office noting the involvement of the Cable Secretariat in the establishment of cable distributions.

2. Colonel White called attention to his memorandum of 7 Oct 54 concerning "Restrictions on Granting of Administrative Leave," which was directed to all Deputy Director (Administration) office heads, and requested that this memorandum be reviewed again. As noted in this memorandum, there is no such thing as "basket leave" and all supervisors should be instructed to make sure that the granting of leave is consistent with the provisions of Regulation [REDACTED] "Leave." This is particularly important in the handling of individuals whose future employment is in question.

3. Colonel White noted that [REDACTED] Assistant to the DD/I (Administration), was attending his last DD/S Staff Meeting inasmuch as he has accepted a position on the staff of the House Appropriations Committee commencing 14 November 1955. Colonel White expressed his sincere appreciation for the excellent manner in which [REDACTED] performed his administrative duties in the DD/I Area and his regret at seeing him leave the Agency. [REDACTED] thanked Colonel White for his commendatory remarks and announced that [REDACTED] Special Assistant to the DD/I (Administration), was to be his successor.

4. [REDACTED] Emergency Planning Officer, was called upon to comment on the status of Agency emergency planning at this time. He noted considerable progress in efforts to bring about uniformity in the procedure for assembling the Agency Emergency Force. He also described the circumstances under which selected Agency personnel would relocate to the main Agency emergency center. A paper covering these points and others concerning emergency planning was distributed to office heads. Colonel White requested the prompt review of the plans set forth in this paper and the submission of a memorandum noting concurrence or recommended changes to [REDACTED] by 16 November 1955.

5. It was noted that the opening of the Staff Meeting is frequently delayed because of the failure of office representatives to arrive at the meeting at the appointed time. As a courtesy to the majority of the office heads, those who expect to be late should send an alternate in order that the meeting may proceed as scheduled.

6. There being no further business, the meeting was adjourned.

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